



Work Study Job Description Admissions

Location: Admissions

Name and Classification of Position: Admissions Assistant

Supervisor: Katie Gustafson/Joshua Cleveland

Rate of Pay and Expected Hours of Work: \$13.00/hour, 10-29 hours per week*

Employment Dates: July 1, 2022, through June 30, 2023

Eligibility: Must be Federal or State Work Study eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

Purpose and Role of Job within the College:

Enter prospect information, assist with communication letters, make copies. When needed, interact and work with students on applications, provide tours, scan documents, and help at the information desk.

Duties and Responsibilities:

Work directly with students and staff for both admissions and recruiting

Qualifications and Required Skills:

- Computer skills
- Work well with others
- Prompt
- Organized

Learning Objectives:

- Ethics and social responsibility
- Promotion
- Computers

After checking with the financial aid office for eligibility, interested students should email Katie Gustafson at Katie.Gustafson@fdltcc.edu or Joshua Cleveland at jcleveland@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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